

# Riverview Psychiatric Center

Executive Leadership  
Date: January 17, 2007

## Committee Members Present:

- √ David Proffitt, Superintendent
- √ William Nelson, Medical Director
- √ Lauret Crommett, Nursing Director
- √ Bob Patnaude, Safety Director
- √ Barbara Sylvester-Pellett, CPI Director/Risk Management
- √ Brian Daskivich, Deputy Superintendent/Programs
- √ Teresa Mayo, Psychology Director
- √ Tina Libby, Rehabilitation Services Director
- √ Terry O'Neal, Admission Coordinator
- √ Lucia Nadeau, Personnel Officer
- √ Stephanie George-Roy, Director of Social Work
- √ Jamie Morrill, Deputy Superintendent/Administrative Ser.
- √ Angie Newhouse, Director of Staff Development
- √ Holly Dixon, Peer Support Coordinator

## Guests:

**Minute Recorder:** Charlotte Lalime

**Next Meeting:** February 7, 2007

**Minutes Approved:**

TOPIC	DISCUSSION	ACTION PLAN	PERSON RESPONSIBLE
<b>Review of Minutes</b>	Minutes of January 3 <sup>rd</sup> reviewed by Committee members.	Approved	C. Lalime
<b>Announcements</b>			
<b>Old Business</b>			
	Discussion of religious issue with staff escorting clients to church. A class action suit has been filed with central office regarding this issue.	Ongoing	
	Dr. Nelson reports that the Infection Control Committee has not met as yet, so hand dryer issue has not been discussed.	Ongoing	
	Negotiations continue regarding the Forensic stipend.	Ongoing	
<b>New Business</b>			
<b>Superintendent's Report</b>	David discussed the ongoing CSN meetings and a schedule for upcoming meetings was distributed. Ron Welch has said that a letter	Terry to review admission policy to	T. O'Neal

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	will go out to other facilities explaining this process. David explains that the hospital will only be accepting referrals from Spring Harbor.	see if it needs to be amended to adapt to this change. He will also write a letter to be sent to facilities currently referring to us, explaining this process.	
	<p>David reviewed the implementation of the action plan.</p> <p>Lauret is meeting with RN IV's and PSDs this week and plans to review Staffing Plan with them at this time.</p> <p>Supervision – David asks what has been done by department heads to ensure all staff have a monthly supervisory meeting. David discussed individually with Committee members. Department Staff Meetings will be held on Thursdays.</p> <p>Angie Newhouse will be invited to attend the Executive Leadership Meetings.</p> <p>David explains that the messages from this meeting will be passed on at Town Hall Meetings.</p>	<p>Discuss implementation of the Staffing Plan at our next meeting on Feb. 7.</p> <p>Tina will present implementation plan for rehab services at the Feb. 7 meeting.</p> <p>Noted</p> <p>Noted</p>	

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	<p>Leadership training has been completed for one group.</p> <p>Therapeutic language module has been completed. David states that he would like to see a class on therapeutic language maybe to include empathy training. He adds that this should be offered periodically and supervisors will assign staff regularly. There should also be self-study modules available for staff.</p> <p>Red alert process has been initiated.</p> <p>Angie is meeting with milieu managers on a regular basis. David is scheduled for quarterly meetings with them also.</p> <p>David states that he is supportive of a 2nd Assistant Director of Nursing position and a Wellness Coordinator position.</p> <p>One goal of the Quality Council is to strive to keep restraint events at an hour or less.</p>	<p>Noted</p> <p>Add a class on therapeutic language.</p> <p>Brian and Lauret will meet and assure this becomes a useful tool for staff to use.</p> <p>Informational</p> <p>Noted</p> <p>Noted</p>	<p>A.Newhouse</p> <p>L. Crommett B. Daskivich</p>
<b>Medical Executive Committee</b>	Dr. Nelson reports that he has no requests to bring forward from the Medical Executive Committee.	Informational	
<b>Safety Committee</b>	<p>Contraband list is due back today and will be implemented by the end of this week. If changes need to be made, Bob will make them. Has not received any comments about food coming into the facility. This needs further discussion at Clinical Council.</p> <p>Bob will be checking all hospital equipment and has sent a memo to staff.</p>	Discuss further at Clinical Council.	

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	Has received five new transmitters. Transmitters being damaged because of how they are being carried.  Fire lane has been gated, upsetting to some.	Supervisors have been asked to address this issue.  Noted	
<b>Infection Control</b>	Infection Control Committee is scheduled to meet next week.	Noted	
<b>Clinical Leadership</b>	Level system to be fully implemented March 5 <sup>th</sup> .	Informational	
<b>Labor Management</b>	Good meeting last week with MSEA Labor Management. They requested Joe Bevilacqua's report and it was provided.	Meeting with AFSCME next Tuesday.	L. Nadeau
<b>Behavior Response Committee</b>	No report.		
<b>Nursing Leadership</b>	Staffing plan will be presented at our next meeting. Lauret states that she continues to review Provision of Care policies.	Informational	
<b>Quality Council</b>	Met last week. Recommendation to decrease all seclusions and restraints to less than an hour.	Noted	
<b>Policies for Review</b>	HR.34.0 Storm Policy  HR.2.10.1 Education Policy  RI.2.130.1 Victim Notification  RI.1.20 Conflict of Interest – approved with changes	Approved  Approved  Approved  Approved with	

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	<p>RI.2.40 Informed Consent- table for further discussion</p> <p>RI.1.40 Social Security Representative Payee – approved</p> <p>RI.2.120 Client Complaint/Suggestion/Grievance</p> <p>RI.2.10 Client Rights and Responsibilities</p>	<p>amendments.</p> <p>Tabled for further discussion</p> <p>Approved</p> <p>Approved with amendments.</p> <p>Approved</p>	
<b>P&amp;T Committee</b>	The Committee has met, but there are no issues to report.	Noted	
<b>Clinical Risk Management</b>	No report.		
<b>Staff Development Update</b>	<p>Leadership training has been completed. Mr. Bates will hopefully come back and do RN III's. Tobacco Intervention Basic Skills Training will be February 27<sup>th</sup>. 33 staff have been identified and invited to attend this training.</p> <p>Angie has sent a reminder to all needing to attend <i>Managing in State Government</i>. All staff is expected to attend <i>Domestic Violence Training and Language Access Training</i> also.</p>	<p>Informational</p> <p>Informational</p>	
<b>Release of Information</b>	Discussion of changes in release of information form. Concerns from clients about information being released that was not authorized. Also issues with the completion of this form.	Informational	
<b>Agenda for 2/7/07</b>	Discuss re: ADON and Wellness position. Staffing Implementation Plan Rehab Services Implementation Plan		
<b>Adjourned at 12:15</b>			

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